

# **Center for Educational Performance and Information (CEPI)**

## ***School Infrastructure Database (SID) Frequently Asked Questions (FAQs)***

**End of Year 2018**

### **Questions:**

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## Contents

General Questions.....	3
Central Administrative Office .....	6
Student-Related.....	7
MEIS Account .....	8
Technical Questions.....	9
Complete Submission .....	9
Crime & Safety .....	9
Dual Enrollment (Fields 30 through 42 are reserved) .....	10
Additional Data Requirements.....	11

**Please note the following:** Changes that have been made to the SID FAQs since the previous submission are noted in **Arial font**, with a dashed underline, or marked by ~~strikethrough~~ [no longer in effect].

## General Questions

**Q: What is the School Infrastructure Database (SID)?**

**A:** The School Infrastructure Database (SID) is one of the core data sets of the Michigan Education Information System (MEIS). The SID is used by Michigan's public schools to report data related to crime and safety, dual enrollment and instructional technology.

**Q: What is the importance of the SID submission for our district?**

**A:** The ability of the Michigan Department of Education (MDE) to meet federal and state reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting.

**Q: What materials are available for assistance in completing the SID data submission?**

**A:** For information concerning the SID Application, go to the [CEPI website](#). Click on "CEPI Applications" and then click on "School Infrastructure Database." The SID Data Field Descriptions, SID User's Guide, SID EOY FAQs and the SID Data Collection Worksheets are all available there. CEPI has provided the SID Worksheets for districts to use as a tool in gathering data required to be submitted in the online SID Application.

**Q: Is there a SID mailing list available for districts?**

**A:** If you are an authorized user of SID with a secure login, you will automatically receive official notices from CEPI and don't need to sign up for our GovDelivery mailing list. Additional information regarding mailing lists can be found at <http://www.michigan.gov/cepi/0,4546,7-113-986-324258--,00.html>

**Q: How does an individual become an authorized user for the SID Application?**

**A:** Each individual must first acquire an MEIS account and password. If you do not have a MEIS account, go to the [MEIS website](#). After that process is completed, a signed security agreement must be submitted for access to the SID Application. You may download a SID Security Agreement from the [SID webpage](#).

**Q: Do the data submitted in this SID Submission pertain to the current school year?**

**A:** All data submitted for the current SID Submission are to be reported for the current school year. SID collections do not collect the previous school year's data retroactively.

**Q: Are school districts obligated to report this information?**

**A:** Yes. With regard to crime and safety data, Section 380.1310a of the Michigan Compiled Laws requires that schools report, at least annually, the incidents of crime and violence occurring in Michigan's public schools. Schools completing the crime and safety data fields located in the SID fulfill this requirement. **With regard to epinephrine and opioid antagonists, Section 380.1179b of the Michigan Compiled Laws requires, at least annually, schools report all instances of administration of these drugs to a pupil at school.**

**Q: Are intermediate school districts (ISDs) required to submit SID data?**

**A:** Yes. ISDs do submit SID data for their central administrative offices ("00000") and for any other schools/facilities associated with, or under the auspices of, the ISD. If an ISD reports SID data for a school/facility, and the ISD central administrative office is in the same school/facility, the district should submit all data for the school/facility under the actual school/facility listing (where the office is located) and indicate that the administrative office shares physical space with another school/facility within the district.

**Q: Which schools/facilities are to be reported in the SID?**

**A:** All open schools/facilities with Educational Entity Master codes are to be reported in the SID. Districts are to report all required data for all schools/facilities. This includes any school/facility opened at any time during the school year. If a field does not apply or there are no data to report for an open school/facility, the district should submit a value of zero or the appropriate response for the field where applicable.

**Q: If a school/facility is closed during the school year, is a district required to submit SID data for the school/facility?**

**A:** Yes. If a school/facility has an open Educational Entity Master code at any time during the school year, the SID data must be reported for the school/facility. If the school/facility remains closed throughout the following school year, the SID submission for that school/facility would no longer be required.

**Q: After a district authorized user enters all the data and submits the data to CEPI, is there anything else that should be done?**

**A:** After all data have been submitted for a field, click on "Save Data for this School/Facility," and the field will be updated and completed. District authorized users should also notice a green check mark next to that field in the SID

Application. When all fields are completed for a school/facility, a green check mark will appear next to the school name on the SID Main Menu. Authorized users may re-enter the SID and update their data until the deadline of June 30 each year.

**Q: Is there a report available that documents the data submitted by a district?**

**A:** Yes. District authorized users may obtain a copy of the submitted data by clicking on the icon next to the school/facility name. A report will display the submitted data for each field. If a green check mark appears next to the school/facility's name, the submission is complete for that school/facility. A district-level report is also available which aggregates all of the data submitted for all the schools/facilities within the district.

**Q: Will the district be entering the information into the SID Application, or can the data be uploaded?**

**A:** District authorized users may either enter data via the online SID Application or by submitting a bulk upload file using the specifications given in the SID Data Field Descriptions and SID Record Layout manuals. Go to the [CEPI website](#). Click on "CEPI Applications" and then click on "School Infrastructure Database." The data field descriptions and record layout manuals are available under the heading "SID Data Manual." Be sure that you are using the correct data field descriptions and record layout.

**Q: Why are districts required to submit data for maintenance schools/facilities or similar schools/facilities that have nothing to do with students?**

**A:** Many of the data required by the SID are centered on schools/facilities where instruction occurs. However, there could be instances (for example, arson or vandalism, etc.) at a non-instructional school/facility that should be reported in the SID. If there are no reportable data for that facility, then the district authorized user should report a zero ("0") or an appropriate response for each field.

**Q: Is the liaison officer at the school/facility considered to be a police officer?**

**A:** Yes. Contacting an onsite law enforcement officer would serve the function of contacting 911 or the police. Any incident where a liaison officer is involved should be reported in the SID.

**Q: Do districts still need to submit the "Gun-Free Schools Report" (OMB 1810-0603), or has it been eliminated?**

**A:** Data required by the Federal Gun-Free Schools Act Report are collected through the SID and the Michigan Student Data System (MSDS). Districts are no longer required to complete a separate form for the Gun-Free Schools Report.

## Central Administrative Office

**Q: When a district has an administrative or central office that is a separate school/facility, what kind of data entry is needed for the SID? Does the district authorized user report cumulative data under the central office?**

**A:** Submit data for the central administrative office if it is a separate school/facility (school/facility code "00000"). If the central administrative office is a separate school/facility, the district authorized user will submit data for only that school/facility (not an accumulation of the district data). If a field/question is not applicable for a particular school/facility (in this case the central administrative office), or if there are no data to report, districts should submit the default value "0" for that field/question. The red "X" will then become a green check mark.

**Q: Are districts required to report data for their central administrative offices?**

**A:** The central office has a unique number, "00000," and should therefore be reported separately if the central office is in a separate school/facility.

**Q: If the central administrative office shares physical space with another school/facility, is the district required to submit data for the central office separately?**

**A:** No. If the central office shares physical space with a school/facility, it may be reported as sharing space with a school/facility within the district in the SID Application. The district will not be required to report separate data when this situation exists.

**Q: Why does a public school academy (PSA) have at least two school/facility codes, one for the school/facility and one for central administrative office?**

**A:** In addition to the PSA's district number, all PSAs have a school/facility code and a central administrative office code ("00000"). If a central administrative office shares physical space with another school/facility in a district, click the box that says: "Office shares physical space with another school/facility." The district will not be required to enter SID data for this unit. If this office does not share physical space with another school/facility, continue entering SID data for the central administrative office.

## Student-Related

**Q: How is student privacy protected when incidents of crime are reported?**

**A:** Personally identifiable information relating to individual students is protected by security, access and management control of the data. Individual student data are not available to the public and are protected by the Family Educational Rights and Privacy Act. CEPI is prohibited from displaying personally identifiable data when issuing reports or information to the public. Crime and safety reports relating to incidents that occur in schools/facilities do not contain data relative to specific students.

**Q: Where are student expulsion data reported?**

**A:** Data related to student expulsions are reported in the Michigan Student Data System (MSDS). Expulsion data are reported in MSDS because an expulsion is a student event. Crime and safety data are reported in the SID because they are incidents that occur inside a school/facility or on school property.

**Q: Does the SID apply to students only (like the MSDS)?**

**A:** The purpose of the SID is to report information about the district's schools/facilities. There may be cases where incidents might not involve students (e.g. theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to schools/facilities and their students. There are fields that specifically address students and student activity (e.g., drug use, physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident regardless of the perpetrator.

**Q: If districts are reporting K-12 data, why would we include data on four-year-old children?**

**A:** The purpose of the SID is to report information about the district's schools/facilities. There may be cases where incidents might not involve students (theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to the district's schools/facilities and its students. There are fields that specifically address students and student activity (drug use, physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident, regardless of the perpetrator. If the four-year-old children attend one of the district's schools/facilities, that school/facility would be reported because the school/facility is part of the district property.

**Q: If a district's alternative education students are educated off campus through a contract with a local college, is the district required to complete the SID submission for that program?**

**A:** SID data are to be reported for each school/facility assigned to each school district. If the alternative education school/facility has a number assigned to a

district in the Educational Entity Master, then data must be reported for the school/facility.

## **MEIS Account**

**Q: If an authorized user has a change such as an email address or phone number, is it necessary to update the MEIS account information?**

**A:** Yes. It is important for the MEIS user information to be current. Email messages are sent to all authorized users of an application. Therefore, it is imperative to keep the email address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, this number must be kept current as well. If an update is necessary for either an email address or a phone number, do the following:

Update an [MEIS account](#) by following these steps:

- a. Log in as an MEIS User.
- b. Click on "Edit Personal Information."
- c. Click on "Save Changes" to update your account.
- d. Click on "Return to the MEIS User Management Main Menu."
- e. Log out of MEIS.

**Q: If an authorized user has a name change, is it necessary to update the MEIS account information?**

**A:** Yes. A name change affects security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new [MEIS account](#).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the [CEPI website](#). Click on "CEPI Applications" and then on "School Infrastructure Database." The security agreement may be found under the heading "Submit SID Data to CEPI."
3. Complete and submit an MEIS Authorized User Removal Request to close the former MEIS account (issued under the prior name). The removal request form can be found on the [CEPI website](#). Click on "CEPI Applications." The form is located under the heading "MEIS Information."



## Technical Questions

**Q: How does a district obtain help with the SID submission?**

**A:** For questions about the SID, contact CEPI customer support via email at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505 x3. You will be contacted either by email or telephone regarding your questions. Be sure to include your name, district, district number, the application name and a description of your question/problem.

## Complete Submission

**Q: When is the SID submission considered complete for a district?**

**A:** After data entry is completed via the SID Online Application or the Bulk Upload Application for each field on the SID Application, a green check mark (✓) will appear next to the field on the submission screen. Fields marked with a red "x" (✗) are not completed. When all the fields on the submission screen have green check marks (✓), the school/facility name on the SID Main Menu will then be shown with a green check mark (✓). When all schools/facilities listed for the district have green check marks, the district's submission is completed.

District authorized users may obtain a copy of their submitted data by clicking on the report icon next to the school/facility's name. A report will display the data that the district has submitted for each field. If a green check mark appears next to the school/facility's name, the submission is completed for that school/facility.

## Crime & Safety

Crime and Safety data will no longer be collected in the SID beginning School Year 2016-17. Districts are still required to report incidents of bullying (Field 4A) and victims of violent criminal offenses (Field 44).

In addition, Sec. 1310a. (2) of Public Act 532 requires districts to post incidents of crime annually on its website. The content of this report shall be determined through collaboration between the superintendent and local law enforcement officials.

Field 1: Reserved Field

Field 2: Reserved Field

Field 3: Reserved Field

**Field 4A:** School Disciplinary Problems – Bullying (Required)

**Q: Are districts required to report the number of bullying incidents?**

**A:** Yes. Districts are required to report the number of incidents of truancy in Field 4A of the SID. The field was added because of Matt Epling's Safe School Law (PA 478 of 2014) which requires the reporting of all incidents of bullying (including cyberbullying) that take place on school property or at school-sponsored activities.

**All optional fields collecting instances of certain types of crime have been removed for the EOY 2018 submission.**

~~Field 4B: School Disciplinary Problems—Truancy (Optional)~~

~~Field 5: Physical Assaults (Optional)~~

~~Field 6: Reserved~~

~~Field 7: Illegal Possession (Optional)~~

~~Field 8: Trespassers or Intruders (Optional)~~

~~Field 9: Vandalism (Optional)~~

~~Field 10: Cost of Property Damages (Optional)~~

~~Field 11: Reserved~~

~~Field 12: Criminal Sexual Conduct (Optional)~~

~~Field 13: Hostage (Optional)~~

~~Field 14: Reserved~~

~~Field 15: Weapons on School Property (Optional)~~

~~Field 16: Homicide (Optional)~~

~~Field 17: Drive By Shooting (Optional)~~

~~Field 18: Bomb Threat (Optional)~~

~~Field 19: Explosion (Optional)~~

~~Field 20: Arson (Optional)~~

~~Field 21: Robbery or Extortion (Optional)~~

~~Field 22: Unauthorized Removal of Student (Optional)~~

~~Field 23: Threat/Attempt of Suicide (Optional)~~

~~Field 24: Suicide (Optional)~~

~~Field 25: Larceny (Theft) (Optional)~~

~~Field 26: Illegal Drug Use or Overdose (Optional)~~

~~Field 27: Minor in Possession of Alcoholic Liquor (Optional)~~

~~Field 28: Reserved Field~~

~~Field 29: Reserved Field~~

**Dual Enrollment (Fields 30 through 42 are reserved)**

Dual enrollment data will no longer be collected in the SID beginning the 2016-2017 reporting year. Dual enrollment data formerly reported in SID will now be reported in the Financial Information Database (FID) and the Teacher Student Data Link (TSDL) collections.

## Additional Data Requirements

Field 43: Reserved

### **Field 44: Students Who Are Victims of Violent Criminal Offenses (Required)**

**Q: After the written complaint to the district and law enforcement officials is made on the student's behalf, is an investigation required by the law enforcement officials before the student can be counted in Field 44?**

**A:** The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The pupil or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

**Q: Field 44 indicates that a district is to count the students who have been victims of violent criminal offenses at the school/facility. Does this only include incidents that occurred on school property?**

**A:** No. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

**Fields 45 through 49 are reserved.**

### **Field 50: Instances of Administration of an Opioid Antagonist to a Pupil (Required)**

### **Field 51: Instances of Administration of an Epinephrine Auto-Injector to a Pupil in a School Year (Required)**

### **Field 52: Pupils Who Were Administered an Epinephrine Auto-Injector Not Known to be Severely Allergic (Required)**

### **Field 53: Pupils Who Were Administered an Epinephrine Auto-Injector Using the School's Stock (Required)**

**For information regarding these new fields, please refer to the SID Data Field Manual located on the [SID web page](#) under the "Manuals" tab.**